

## GENERAL INFORMATION

1. **CODE REFERENCES** - Refer to *Education Code* sections 52859, 54100 through 54145, and to California Code of Regulations, Title V, sections 11232 through 11234.
2. **RESPONSIBILITY OF FILING** - This form is to be prepared as an annual certification at the end of the fiscal year. The school district superintendent of schools must prepare the certification in triplicate, filing the original and one copy with the county superintendent of schools.
3. **APPROVAL AND TRANSMITTAL** - The county superintendent of schools, after reviewing the certification and certifying his/her approval, must transmit the original, no later than **August 9, 2002 to:**

California Department of Education  
School Fiscal Services Division  
560 J Street, Suite 150  
Sacramento, CA 95814  
Attention: Nancy Cook

4. **REQUIREMENTS FOR EMPLOYMENT OF READING SPECIALISTS** - Please refer to *Education Code* sections 54120 through 54123.
5. **WAIVERS** - For waiver information regarding Miller-Unruh credentials, please send your correspondence to the Commission on Teacher Credentialing (CTC), P.O. Box 944270, Sacramento, CA 94244-2700. You can also contact CTC at (916) 323-7136, or visit their Web site at: [www.ctc.ca.gov](http://www.ctc.ca.gov).

## INSTRUCTIONS

Provide the county name, school district name, and county and school district code.

**Column A:** Provide the school name for state-funded positions ONLY.

**Column B:** Provide the name of the reading specialist assigned to each school.

**Column C:** Place a check mark(s) to identify if a reading specialist holds a reading specialist credential or a Miller-Unruh certificate or both, or if the reading specialist is on a waiver approved by the Commission on Teacher Credentialing (CTC).

**Column D:** Place a check mark if a reading specialist served full-time during the 2001-02 fiscal year. (Check this column only if the teacher served full-time from the beginning of the school year until the end of the school year).

**Column E:** Place a check mark if the reading specialist served part-time during the 2001-02 fiscal year. (Check this column only if the teacher **did not** serve full-time for the 2001-02 school year). If this column is checked, go to Column F.

**Column F:** Complete this column only if a reading specialist did not serve full-time during fiscal year 2001-02. Provide the total percentage of time worked for each part-time reading specialist. (Example: Jane Doe was hired as a reading specialist on 10-01-01 and taught until 06-15-02 but only worked 50 percent from the date hired: 10-01-01 through 06-15-02 = 9 months or  $0.900 \times 50\% = 0.450$  (the total percentage of time worked)).

**Column G:** For each full-time reading specialist, please provide the annual salary, excluding benefits. For each part-time reading specialist, please provide the pro-rated salary, excluding benefits. **When reporting the salary, be sure to combine the state and district share.**

**Question 11:** Provide the number of reading specialist teachers served by librarians.

**Question 12:** Provide the total actual salaries paid to librarians serving specialist teachers.